Chichester Nursery School

Fees and Charging Policy

AIMS
Chichester Nursery School aims to provide affordable high quality childcare which is integrated with education. The Daycare element of the provision aims to provide a Charging Policy which meets the needs of families, while ensuring that the service remains financially viable.

Please note that all sessions, including 15 or 30 hour Funded Entitlement sessions are subject to availability.

LOCAL AUTHORITY FUNDED 2 YEAR OLDS
2 Year Old Local Authority Funded Entitlement sessions are as follows:

- 5 Mornings 9am-12pm
- 5 Afternoons 1pm-4pm

CHILDCARE FEES 0-3 YEAR OLDS
If eligible, families can access up to 30 hours of Working Family Funding per week, term time only, which can be used to access up to 5 days of core sessions which can be taken as a combination of the following:

5 days 9am-3pm* (6 hours)

*A hot lunch is available to purchase during full day sessions, at a cost of £4.50 or families can provide a packed lunch for free. Please note it is not possible to mix and match hot lunches and packed lunches

Families will be asked to provide a valid funding code prior to their child starting at the nursery. If families do not receive a funding code all sessions will be payable in full. Any sessions requested in addition to the 15 hours funding will be payable in full.

Childcare Fees 0-2 Year Olds for Unfunded Sessions:

Session	Timings	Cost
Breakfast	8.00am-9.00am	£11.50
Morning Session	9.00am-12.00pm	£35.00
Hot Lunch Packed Lunch	12.00pm-12.45pm	£10.00 £5.50
Afternoon Session	1.00pm-4.00pm	£35.00
After School Session	3.00pm-4.00pm (for children doing 'long' 9am-3pm days only)	£11.00
Tea Session	4.00pm-5.00pm	£11.50

Childcare Fees 2-3 Year Olds for Unfunded Sessions:

Session	Timings	Cost
Breakfast	8.00am-9.00am	£10.50
Morning Session	9.00am-12.00pm	£25.00
Hot Lunch Packed Lunch	12.00pm-12.45pm	£10.00 £5.50
Afternoon Session	1.00pm-4.00pm	£25.00
After School Session	3.00pm-3.45pm (for children doing 'long' 9am-3pm days only)	£8.50
Tea Session	4.00pm-5.00pm	£10.50

CHILDCARE FEES 3-4 YEAR OLDS:
All children are entitled to 15 hours of Nursery funding per week. This can be taken as:

5 mornings: 9.00am-12.00pm
5 afternoons: 12.45pm-3.45pm.

A limited number of 2.5 day places are also available:

Beginning of the week: Monday and Tuesday 9am-3pm* and Wednesday 9am-12pm
End of the week: Wednesday 12.45-3.45pm, Thursday and Friday 9am-3pm*

Any sessions requested in addition to the 15 hours funding will be payable in full.

*A hot lunch is available to purchase on long days, at a cost of £4.50 or families can provide a packed lunch for free. Please note it is not possible to mix and matches hot lunches and packed lunches

Childcare Fees 3-4 Year Olds for Unfunded Sessions (15 Hours Funded Entitlement):

Session	Timings	Cost
Breakfast	8.00am-9.00am	£8.00
Morning Session	9.00am-12.00pm	£18.00
Hot Lunch Packed Lunch	12.00pm-12.45pm	£10.00 £5.50
Afternoon Session	12.45pm-3.45pm	£18.00
Tea Session	3.45pm-5.00pm	£9.50

30 Hours Funded Entitlement
If eligible, families can access an additional 15 hours of Working Family Funding per week, term time only to give 30 hours funded sessions per week. 30 hours funding is offered as 5 full days, 9.00am-3.00pm*.

Families will be asked to provide a valid funding code prior to their child starting at the nursery. Any sessions requested in addition to the 30 hours funding will be payable in full.

If families do not receive a funding code they will only be entitled to 15 universal funded hours and any sessions in addition to this will be payable in full.

Childcare Fees 3-4 Year Olds for Unfunded Sessions (30 Hours Funded Entitlement):

Session	Timings	Cost
Breakfast	8.00am-9.00am	£8.00
Hot Lunch Packed Lunch	12.00pm-12.45pm	£4.50 FREE
After School Session	3.00pm-3.45pm (for children doing ‘long’ 9am-3pm days only)	£5.00
Tea Session	3.45pm-5.00pm	£9.50

CONTRACT FOR PAID-FOR SESSIONS
Please note, there is no deposit or administration fee for children taking up Funded Entitlement places only.

For any paid-for sessions the Nursery and family will sign a contract, agreeing for their child to attend a set number of sessions a week. All sessions are term time only. Parents/carers can choose to take up sessions in the school holidays but any sessions taken in the holidays are payable in full. The Up to 3s', who provide wraparound and holiday care for Nursery School are closed each year between Christmas and New Year and for a week at the end of August. In addition to this we close for 5 INSET days per year and all statutory public holidays; you will not be charged for these days.

DEPOSITS
Parents are asked to pay a security deposit of one months' fees before their child starts. It is explained to parents that this deposit does not count towards the first month's fees and will be held until their child leaves the Nursery and taken off the final bill. The deposit will be kept in the case of unpaid fees. This deposit is non-refundable should the parents decide not to take up the place. This is because a place will need to be kept free until they start. This also applies to any parents/carers who request regular extra sessions after they have taken up their Nursery School / Up to 3s' place or at any other point during the Nursery year.

FEES AND LATE PAYMENT PENALTIES
Nursery invoices are sent out electronically on the 19th day of the month and payment is expected by the 1st day of the next calendar month. Payment can be made by cash, card, electronic bank transfer, tax-free childcare or childcare vouchers.

Failure to pay by the 1st incurs a £5 late payment charge. Fees not paid by the 10th of each month incur a further £5 charge. Payment can be made by electronic bank transfer. Nursery fees are payable one month in advance on a non-refundable basis for absences (planned or unplanned).

Parents will be charged for sessions even if a child does not attend, for example, due to illness or holidays. We require four weeks' notice in writing (email will suffice) to reduce or stop your childcare sessions completely.

Any changes made to session fees, made less than 2 weeks in advance incurs a £5 administration charge.

PAYMENT RECLAMATION
If a parent or carer has not paid their bill by the 10th, a member of the administration staff or a member of the SLT who knows the family well, will make a sensitive query to discuss when a payment can be expected. Depending on the reasons for the failure to pay, a number of options may be taken (e.g. an agreed repayment plan; a reduction of childcare sessions, funding through college, Care2learn, etc.)

If nursery fees remain unpaid for a second month with no reasonable explanation, childcare sessions will cease, to avoid placing the parent into significant debt. Where possible, the childcare place will be held until the fees are paid in full, at which time parents may restart childcare sessions. This cannot be guaranteed however, as the nursery must maintain high capacity to cover running costs. Children who occupy C and D (split week) places and whose parents and carers are persistently late in paying for lunches will be advised that hot lunches will be ceased for their child and they will have to provide a packed lunch.

At the point of a child's departure from nursery, any unpaid fees will be deducted from the initial deposit. If unpaid fees are in excess of the deposit, again, parents will be solicited for payment. If parents and carers fail to pay unsettled bills their details will be passed to West Sussex County Council, Litigation Department for the collection of outstanding payments.

FINANCIAL DIFFICULTIES
We recognise that parents may experience short term financial difficulties, especially when first applying for Universal Credit or educational grants. At Chichester Nursery School, we hope to support parents through financial difficulties and work together to minimise disruption to the child's care and education. As a Nursery School the sustainability of childcare provision depends on the timely collection of nursery fees and our procedures aim to establish a protocol for the sensitive collection of unpaid fees.

LATE COLLECTION FEE
We expect parents/carers to collect their children promptly at the end of their session to ensure minimum staffing ratios are maintained at all times. If a parent fails to collect on time a member of staff will attempt to make contact with the parent or carer by phone with the expectation that they collect their child as soon as possible. If a child is collected late, then staff may have to stay on beyond the end of their shift to ensure the correct ratios of staff. If a child is not collected within 10 minutes of the end of the session the child will be taken through to join the next session and the parent will be reminded of the session finishing time and advised that if there is a future late collection they will be charged a £15 'Late Collection Fee'. If a child is collected more than half an hour late we will continue to make contact with a parent or carer and they will be charged the price for the full session. **Please note, continued late collection may result in your child's sessions being removed**.

At the end of the day, if a child has not been collected after 10-15 minutes, a senior member of the Up to 3s' team will try to contact the parent by telephone. Pick up any time after 5pm will incur an automatic charge of £20. If we are unable to make contact with parents/carers or any of the emergency contacts listed for a child after half an hour at the end of the Nursery day, we will contact Children's Social Care.

NAPPIES AND WIPES
Parents are requested to supply nappies and wipes for their children if they still need them. If these are not provided you will incur an additional charge on your invoice. For current charges please speak to the School office.

ABSENCES
If a child is absent due to illness or holidays, you will be expected to pay for these sessions. It is at the School Leaders' discretion to reimburse fees or offer concessions for unexpected, prolonged absence, e.g. hospitalisation. However, for absences up to 5 days all sessions much still be paid for. If your child is absent for more than ten days, you have not contacted us and we have been unable to contact you, we will assume you no longer require the place with immediate effect and you will be charged for any outstanding fees. With our responsibility to safeguard all children we will continue beyond this time to try and make contact to establish the welfare of the child and family.

POLICY REVIEW
The Fees & Charging Policy will be reviewed in July each year, however we reserve the right to amend fees at any time should it be necessary. At least one month's notice of intent to change fees will be provided to families in writing.

Date: Summer 2025 **To be reviewed:** Summer 2026